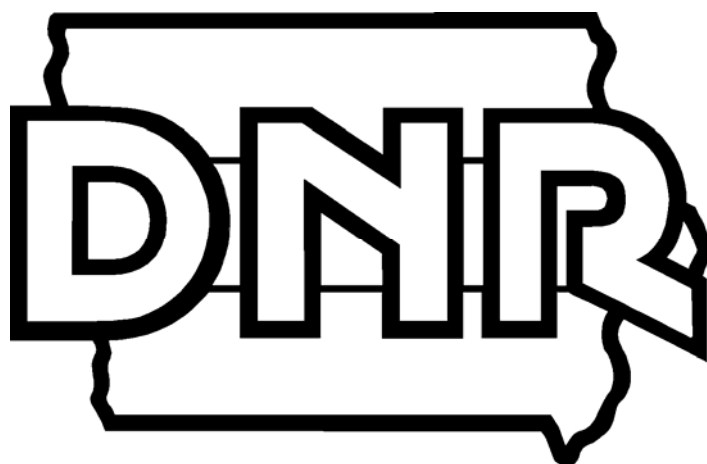


**MOBILE
EDUCATION
TRAILER
TRANSPORTATION**

**Request
For
Proposals**

2009

**Iowa Department of Natural Resources
Richard A. Leopold, Director**



**Land Quality Bureau
Department of Natural Resources
502 East Ninth Street
Des Moines, Iowa 50319-0034**

The Department of Natural Resources (DNR) reserves the right to waive minor informalities in proposals, to reject any and all bids and to award this contract to the bidder believed most advantageous to the DNR.

Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified service providers for transportation of a mobile education semi-trailer, perform routine trailer and on-board generator maintenance, assist with trailer set-up and take down at scheduled events, fueling and a post event walk-through.

The Department of Natural Resources, Land Quality Bureau (Department) anticipates a one-year contract beginning approximately April 1, 2009 and ending approximately June 1, 2010 with up to two (2) one-year extensions at the sole discretion of the Department. Any contract resulting from the RFP shall not be an exclusive contract.

Background



The Land Quality Bureau, Financial and Business Assistance Section provides a variety of programs and services to Iowans with a central focus of reducing reliance on Iowa sanitary landfills, reducing the use of natural resources and reducing the environmental footprint of our daily lives and business activities.

The *Smart Choices, Clean Future, Better Iowa* mobile education trailer has been in service since 2004. It is one way to educate and raise awareness of Iowans by showcasing such environmental topics as recycling, waste reduction,

composting, household hazardous waste, and illegal dumping. The education trailer is reserved through the Department and will be coordinated with the selected vendor. Historically the trailer is on the road approximately 30 weeks out of the year, at the Iowa state fair, county fairs, businesses, festivals, schools, conferences and other educational and promotional activities.

The education trailer is an all-inclusive educational experience that includes informative displays, touch screen computers with games, flat screen TVs with a DVD player, educational DVDs and more. The trailer focuses on promoting environmental stewardship with specific activities for adults and children.



Trailer and Generator Specifications

Below are specifications of the education trailer and the on-board generator. The trailer is equipped to operate by either generator or electrical hook-up.



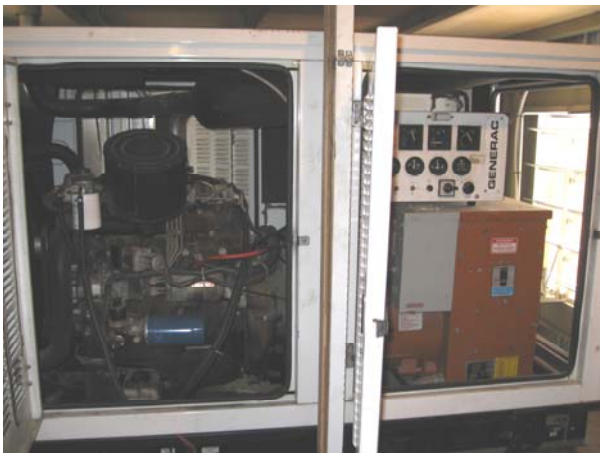
Trailer specifications:

- ◆ 2001 Kentucky Mfg. 53' drop frame trailer
- ◆ Bellyboxes for storage
- ◆ 255 tires 22.5" rims
- ◆ Spare tire carrier
- ◆ 25kw generator mounted in trailer (with 50 gallon diesel tank)
- ◆ 2 automatic ventilation louvers (when generator is in operation)
- ◆ 2 entry doors
- ◆ 2 swing down stairs with handrails
- ◆ 1 HVAC on nose of trailer
- ◆ 1 set of ductwork throughout trailer
- ◆ HVAC ventilation grilles in drop ceiling

Generator Specifications:

- ◆ Generac Power Systems, Inc. – SD025 Liquid Cooled Diesel Engine
- ◆ 25KW 60 Hz / 25KVA 50 Hz
- ◆ Generac 3.0DN Engine

- ◆ Drop ceiling
- ◆ Track lighting
- ◆ Fluorescent lighting
- ◆ Electrical panel with electrical throughout
- ◆ Rear cargo doors
- ◆ Polyurethane wood oak flooring
- ◆ Partition wall with door at drop
- ◆ Stereo speakers mounted in ceiling
- ◆ ADA lift at rear (with battery & charger)
- ◆ Manual power transfer switch between generator and electrical



Project Overview

The successful bidder shall document and maintain adequate level of insurance for transporting the education trailer and be responsible for coordinating, managing and executing the following service requirements that include but are not limited to:

Trailer Transportation

- ◆ Coordinate scheduling/ transportation of the trailer (DNR is responsible for trailer reservations)
- ◆ Assist with trailer set-up at events including set up of the stairs and handrails. Power up the trailer via the onboard generator or plug in the trailer to provide electricity
- ◆ Trailer can be stored at the Iowa State Fairgrounds. The trailer may be stored at an alternative location with Dept. approval and the Dept. shall have unrestricted access to the trailer
- ◆ Assist with trailer take down including storage of stairs and hand rails, remove and store electrical plug / ensure generator has been properly shut down
- ◆ Trailer shall be delivered to event locations by the specified time
- ◆ Perform a walk through and inspect trailer (inside and outside) after each event prior to departure

Provide general maintenance, including but not limited to:

- ◆ Inspect the trailer for any defects and arrange for repair per Department approval (repair expenses paid by the Department)
- ◆ Upon return of the trailer, the successful bidder shall conduct a mechanical review of the trailer and immediately notify the Department of deficiencies
- ◆ Clean exterior of trailer as needed
- ◆ Replace any burnt out lights (interior and exterior)
- ◆ Assist with performing the annual federal inspection

Generator maintenance, including but not limited to:

- ◆ Check fuel, oil and coolant levels
- ◆ Fuel generator before every event
- ◆ Provide preventative generator maintenance including changing the oil, fluids and filters on schedule
- ◆ Check over and test run the generator, heating and cooling system to ensure they are working properly

PROJECT TIMELINE

◆	Trailer available for viewing, at the Iowa State Fairgrounds. You must call at least 24 hours in advance to schedule an appointment	February 11 and 12, 2009
◆	Proposal must be received by the Department no later than 4:00 CST	February 18, 2009
◆	Approximate notification of selected applicant(s)	February 25, 2009

PROPOSAL SUBMITTAL

An original and two copies of the **proposal must be received by 4:00pm CST on February 18, 2009 by mail or hand delivery**. Proposals should be mailed to the attention of:

**Amy Wilken
Land Quality Bureau
Iowa Department of Natural Resources
502 East 9th Street
Des Moines, IA 50319-0034**

Photocopies of the original proposal are acceptable as copies. Facsimiles of the proposal **are not** acceptable. Submittal of a proposal does not guarantee selection for the project. Proposals must be completed following the procedures identified in this RFP. Only completed proposals received by the deadline will be considered. The DNR will not return proposals received. The DNR reserves the right to verify any information presented in the proposal and to determine the applicant's compliance with applicable statutes and regulations of the State of Iowa.

The Department reserves the right to reject any and all proposals received in response to this RFP at any time prior to the execution of a written contract.

Companies shall prepare all required materials and information associated with this submittal at their own expense.

Information included in the proposals becomes the property of the DNR. Proposals become part of the public record after the DNR has selected a contractor.

PROPOSAL DUE DATE: 4:00 PM CST on February 18, 2009

Proposals received after this deadline will not be considered for selection.

Length of proposal is not to exceed 5 pages, including any Attachments.

Bidders must provide an original and two copies of the following required information, addressed in the order listed:

COVER PAGE

Include all requested information as shown on the attached Proposal Cover Page.

UNDERSTANDING OF PROJECT NEEDS

The project team shall provide their understanding of the desired services for this project as well as their approach to provide these services.

PROJECT TEAM'S EXPERIENCE AND QUALIFICATIONS

Bidders must include information that demonstrates requisite experience, skills, and resources necessary to complete the activities and services as requested in this RFP.

BID PRICE

Companies shall submit their bids **IN A SEPARATE SEALED EVENLOPE** using the **Mobile Educational Display Trailer Transportation Bid** sheet included in this RFP. The price submitted will be considered in the selection process and considered the final price of the bidder.

EVALUATION OF PROPOSALS

All proposals shall be reviewed on a 100 point assigned point value criteria system, as listed below. To receive the highest number of points, applicants must follow the instructions, and be thorough in their descriptions and proposal attachments. The applicant receiving the highest number of points will be considered for approval. An application that fails to address all criteria may not receive consideration.

❖ <u>Understanding of Project Needs</u>	25 points
❖ <u>Project Team's Experience and Qualifications</u>	25 points
❖ <u>Bid Price</u>	<u>50 points</u>
TOTAL	100 Points

The bidder with the lowest cost will receive 50 points. Remaining bidders will receive point value assignments in a ratio of their bid cost as compared to the lowest cost bidder.

The DNR reserves the right to waive minor informalities in proposals, to reject any and all proposals, to evaluate alternative methods or proposals and to award this contract to the company believed most advantageous to the DNR. Under no circumstance shall the lowest bidder be guaranteed a contract award through this review process.

QUESTIONS

Questions regarding the content or format of this Request for Proposals **must** be submitted in writing via email or postal service.

Questions provided via:

- E-mail shall be submitted to amy.wilken@dnr.iowa.gov.
- US Post Office shall be addressed to: Amy Wilken
Land Quality Bureau
Iowa Department of Natural Resources
502 E. Ninth Street
Des Moines, IA 50319

Iowa DNR Mobile Educational Display Trailer Transportation Bid

Cover Page

Applicant Name:
Street Address:
City/State/Zip:
Mailing Address (if different):
P.O. Box:
City/State/Zip:
Contact Person:
Telephone Number:
E-mail Address:
Federal Tax Identification Number:
Signature:
Title:
Date:

Mobile Educational Display Trailer Transportation Bid

Bids should be based on the following:

Desired services: The successful bidder shall be responsible for coordinating, managing and executing the following service requirements:

Trailer Transportation

- ◆ Coordinate scheduling/ transportation of the trailer (DNR is responsible for trailer reservations)
- ◆ Trailer can be stored at the Iowa State Fairgrounds. The trailer may be stored at an alternative location with Dept. approval and the Dept. shall have unrestricted access to the trailer
- ◆ Trailer shall be delivered to event locations by the specified time
- ◆ Assist with trailer set-up at events including set up of the stairs and handrails. Power up the trailer via the onboard generator or plug in the trailer to provide electricity
- ◆ Assist with trailer take down including storage of stairs and hand rails, remove and store electrical plug / ensure generator has been properly shut down
- ◆ Perform a walk through and inspect trailer (inside and outside) after each event prior to departure

Provide general maintenance, including but not limited to:

- ◆ Inspect the trailer for any defects and arrange for repair per Department approval (repair expenses paid by the Department)
- ◆ Clean exterior of trailer as needed
- ◆ Assist with performing the annual federal inspection
- ◆ Upon return of the trailer, the successful bidder shall conduct a mechanical review of the trailer and immediately notify the Department of deficiencies
- ◆ Replace any burnt out lights (interior and exterior)

Generator maintenance, including but not limited to:

- ◆ Check fuel, oil and coolant levels
- ◆ Provide preventative generator maintenance including changing the oil, fluids and filters on schedule
- ◆ Fuel generator before every event
- ◆ Check over and test run the generator, heating and cooling system to ensure they are working properly

Representative Number of Events and Mileage

Bids should be based on the above desired services and the following representative number of events and miles. **PLEASE NOTE:** Actual number of events and miles traveled will vary.

- 31 annual events
- 2,900 miles traveled (one way)

Mobile Education Trailer

TOTAL BID PRICE FOR PROPOSAL:	\$
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Rate per mile (transportation only):	\$
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This proposal is submitted to the Iowa Department of Natural Resources, and I understand that this is the complete price for the work and services as requested herein, as proposed to be conducted by:

(bidding company name)

With my signature below as an authorized representative therein:

(Signature)

(Date)

(Printed Name)

(Title)